

# TENANT LAYOUTS



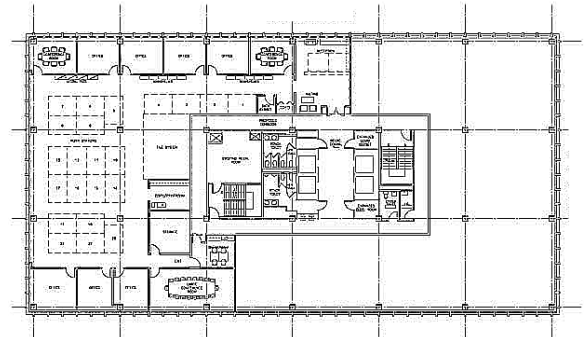
**Fairfax County  
VIRGINIA**

## Land Development Services

Department of Public Works and Environmental Services

Hours of Operation: Monday - Thursday: 8 a.m. to 4 p.m.  
Friday: 9:15 to 4 p.m.

Location: **Herrity Building**  
12055 Government Center Parkway  
Fairfax, VA 22035-5504  
Telephone: 703-222-0801  
TTY: 703-324-1877



Visit us on the web at: [www.fairfaxcounty.gov/dpwes](http://www.fairfaxcounty.gov/dpwes)

This publication provides guidelines for new tenant layouts. The requirements herein are the most common and are not representative of all the conditions you may encounter when designing and preparing tenant layout drawings.

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## PERMITS REQUIRED

You must obtain permits for a new tenant layout. Listed below are the possible types of permits required depending on the complexity of the project. Apply for permits at the **Permit Application Center** located at the Herrity Building, 2nd floor, telephone: **703-222-0801, TTY 703-324-1877**.

- **Building permit** for architectural and structural elements and for a change in occupancy. A separate building permit is required for each tenant space when an existing tenant is divided into smaller tenant spaces.
- **Electrical permit** for all electrical installations and fire alarm systems.
- **Mechanical permit** for installations of all elements and appliances associated with heating and air-conditioning systems, chemical exhaust systems, range hoods, etc.
- **Plumbing permit** for installations of all elements and appliances associated with plumbing and gas piping systems, fire sprinkler systems, etc.

## BEFORE OBTAINING A PERMIT

### BUILDING CODES

Tenant layouts must comply with the *2003 Virginia Uniform Statewide Building Code (USBC)* which allows you to follow the *Virginia Construction Code* or the *Virginia Rehabilitation Code*. Each code incorporates the applicable model code(s); see below.

Virginia Construction Code:

- *2003 International Building Code* (with ICC/ANSI A117.1-2003 for accessibility)
- *2003 International Energy Conservation Code*
- *2003 International Plumbing Code*

- *2003 International Fuel Gas Code*
- *2003 International Mechanical Code* (with ASHRAE 90.1-2004)
- *2002 National Electrical Code*

Virginia Rehabilitation Code:

- *2003 International Existing Building Code*

You may purchase these codes at the Publications Center in Suite 156 of the Government Center, 12000 Government Center Parkway, Fairfax, telephone: **703-324-2974, TTY 711**, or online at [www.iccsafe.org](http://www.iccsafe.org). The codes are also available in the reference section of Fairfax County regional libraries.

### SPECIAL PROGRAMS

**Commercial Walk-Thru Program**, applicable to tenant spaces smaller than 4500 sf (420 m<sup>2</sup>), allows priority building plan reviews on a first-come, first-serve basis. Walk-thru reviews are performed every Tuesday - Thursday from 8:00 a.m. to 4:00 p.m. in Room 324 of the Herrity Building. Plans must first be approved by the Health Department, if required, prior to submittal as a walk-thru. It may not be possible to complete all the necessary reviews on the day the plans are submitted, in which case the plans will be held over until the next walk-thru day. **Drawings which are complicated in nature and require extra review time may be removed from the walk-thru process for individual trade reviews.**

**Commercial Revitalization Program** provides expedited zoning reviews and facilitated site and building plan reviews for development in county designated revitalization districts. For more information about the program, contact the Permits Division at **703-324-1555, TTY 711** or visit the revitalization website at [www.fcrevit.org](http://www.fcrevit.org).

**Expedited Building Plan Review Program** utilizes certified private sector Peer Reviewers to review construction documents for code compliance prior to submission to the county. Peer reviewed plans are expedited through the building plan review process in half the time of a non-peer reviewed plan. For more information about the program, contact Building Plan Review at **703-222-0114, TTY 711**, or visit the county website at [www.fairfaxcounty.gov/dpwes/epr](http://www.fairfaxcounty.gov/dpwes/epr).

**Building Plan Review Pre-submission Conferences** are available with Building Plan Review staff to discuss code issues. Call **703-222-0114, TTY 711** or e-mail [bprmail@fairfaxcounty.gov](mailto:bprmail@fairfaxcounty.gov) for information or to schedule an appointment.

### MINIMUM SUBMISSION REQUIREMENTS

The construction documents must be drawn with sufficient clarity and detail to illustrate the nature and character of the work to be performed and must meet the requirements or show the items listed below. All required forms are available at the Permit Application Center or online at [www.fairfaxcounty.gov/dpwes/forms](http://www.fairfaxcounty.gov/dpwes/forms).

#### General

- ☐ Three sets of building plans. Provide a fourth set when a Health Department review is required (see Page 5 for more information).
- ☐ Minimum acceptable scale is  $\frac{1}{8}$  inch = 1 foot or a metric scale of 1:100.
- ☐ All drawings must be prepared in ink or equivalent.
- ☐ Minimum plan sheet size is 21" x 30".
- ☐ Tenant name, address of the building, floor, suite number, and tax map reference number.
- ☐ Key plans indicating location of work when multiple spaces are involved (e.g., malls, office buildings, etc.).
- ☐ The drawings may be required to be signed and sealed by a registered design professional licensed in the Commonwealth of Virginia. See page 6 for more information.

## **Architectural**

- ☐ Completed *Building Information Form*; attach one copy to each set of drawings.
- ☐ Completed *Accessibility Compliance Form*; attach one copy to each set of drawings.
- ☐ Code and code year used for the design.
- ☐ Group and type of construction.
- ☐ Architectural plan(s) showing the dimensions and use of all rooms, including design occupant loads.
- ☐ All fire resistance design numbers when fire-rated assemblies are required.
- ☐ Dimensions of all corridors and aisles.
- ☐ All exits.
- ☐ Door and hardware schedule, including special locking devices.
- ☐ Partition schedule.
- ☐ Floor to ceiling height and height from floor to underside of lowest structural member.
- ☐ Fire sprinkler and system monitoring information.
- ☐ Any additional details or sections necessary to accurately depict intended construction.

## **Electrical**

- ☐ Clear, legible electrical floor plan showing lighting fixtures and schedules, symbol legend, equipment schedules, receptacle locations and all branch circuits. Number the branch circuits and identify each branch circuit's home-run.
- ☐ Location of all existing and new electrical panels and equipment.
- ☐ Exit, emergency and battery pack lighting locations and branch circuits.
- ☐ Size, location and identification of all new and existing electrical panels and equipment.
- ☐ Panel schedules and riser diagrams when new panels are installed or existing panels are upgraded. Schedules and diagrams shall show:
  - Size of feeder conductors and insulation types, conduit sizes and main overcurrent protection.
  - Load calculation in (KVA, KW or amperes) if load is being added to the panels.
- ☐ If a new sub-panel receives power from an existing panel and if load is being added to the sub-panel, then provide the following:
  - Panel schedules and ratings of the new and existing panels. Indicate if the panels are MCB or MLO. If MLO, indicate the sizes of the overcurrent protection of the feeders for the MLO panels. If MCB, indicate sizes.
  - Feeder conductor sizes and insulation types from existing to new panels.
  - Load calculations in KVA, KW, or Amperes of the existing panel. If the existing load is not available and cannot be calculated, the exact connected load of the existing panel from utility company or actual amperes continuously recorded over a minimum 30-day period by a recording ammeter connected to the highest loaded phase of the feeder or service are acceptable in lieu of the actual calculations. For calculated total load, provide total connected, total demand, continuous and non-continuous loads.
  - Fuse or circuit breaker sizes where the feeders for new panels are connected inside existing panels.
  - If tapping methods are used, indicate if there are provisions for such taps. If tapings are achieved by drilling or altering the lugs, indicate that a testing laboratory recognized by the Commonwealth of Virginia (e.g., UL) will retest the equipment after the alteration.
  - If transformers are involved, provide the ratings of the transformers (KVA), primary and secondary feeder conductor sizes, voltage levels, secondary and primary overcurrent protection ratings and grounding conductor sizes (noting "grounding per NEC" is not acceptable).
- ☐ If the work only involves adding loads to existing panels, provide the following:
  - Panel schedules of the existing panels.
  - Feeder conductor and MCB sizes of existing panels. If panels are MLO, indicate the sizes of the overcurrent protection of the feeders.
  - Load calculations in KVA, KW, or Amperes of the existing panel. If the existing load is not available and cannot be calculated, the exact connected load of the existing panel from utility company or actual amperes continuously recorded over a minimum 30-day period by a

recording ammeter connected to the highest loaded phase of the feeder or service are acceptable in lieu of the actual calculations. For calculated total load, provide total connected, total demand, continuous and non-continuous loads.

- ☐ Complete *Electrical Energy Certification Form*. Attach one copy to each set of drawings.

### **Mechanical**

- ☐ Location of new and existing equipment.
- ☐ Equipment schedule to include make, model number, BTU (KWH) rating for heating and cooling, capacity in cfm (l/s), minimum and maximum outside air in cfm (l/s) and energy efficiency ratings (i.e., EER, COP, ATF, Combustion Efficiency).
- ☐ Outside air intake and exhaust air opening locations.
- ☐ Location and size of new and existing supply, return, transfer and exhaust diffusers, registers and grills. Indicate air flow in cfm (l/s).
- ☐ A duct or piping layout for the mechanical system showing all main trunk and branch sizes.
- ☐ Boiler details showing all safety devices.
- ☐ Detailed shop drawings for commercial hoods which shall include the following:
  - Hood dimensions.
  - Construction material.
  - Size, number and type of filters.
  - Output of exhaust fan in cfm or l/s.
  - Size and number of ducts.
  - Method of providing make-up air and amount.
  - Evidence of compliance with Chapter 5 of the *International Mechanical Code* or a report by an approved testing agency indicating compliance with UL 710 for factory-built hoods.
- ☐ Location of fire and smoke dampers and smoke detection devices.
- ☐ Mechanical smoke control system details.
- ☐ Mechanical plans are not required for an existing mechanical system if no alterations are made to the system and/or the tenant walls or partitions.

### **Plumbing**

- ☐ Minimum number of plumbing facilities.
- ☐ Floor plans showing locations of all new and existing plumbing facilities and fixtures.
- ☐ Riser diagrams for all new plumbing fixtures, including drinking fountains and service sinks.
- ☐ Fixture connection schedule, including waste, vent, gas and hot and cold water connection sizes. Identify all fixture labels used on the plans and risers. Include backflow preventers and other water control equipment.
- ☐ Locations of all connections between new and existing piping.
- ☐ Gas piping riser showing the complete system including new and existing equipment, BTU (KWH) requirements and pipe sizes. Pipe sizes shall be based on 0.5 psi supply 0.60 specific gravity gas, a total system pressure loss of 0.5" water column and the *International Mechanical Code*. Include the fully developed length from the meter to the furthest gas fired regulators. Provide pressure drop calculations, if used.
- ☐ A complete plumbing demolition plan shall be provided for fixtures being relocated or removed. The floor plan and riser diagram shall indicate the type and quantity of fixtures being relocated or removed and the location of the capped piping.
- ☐ If the plans show film developing equipment or the discharge of chemical wastes into the drainage system, the applicant must submit a completed *Business Film Developing Form* or a *Wastewater Discharge Application* to the Wastewater Planning & Monitoring Division, 12000 Government Center Parkway, Fairfax, telephone: **703-324-5030, TTY 711**. This approval is required prior to plumbing and Health Department plan review approvals.

## **Fire Marshal**

- ☐ Information on the following systems, if applicable,
  - Fire sprinkler.
  - Standpipe.
  - Fire alarm (locations and candle ratings must be shown on the electrical drawings).
  - Emergency generator.
  - Range hood fire protection.
  - Other specialized detection and suppression system(s).
  - Medical gas.
  - Petroleum and liquefied petroleum gas (LPG) storage tank and distribution systems.
- ☐ A list of all hazardous chemicals, liquids, or other materials to be used, handled or stored in the space. Specify the quantity of the materials to be used, handled or stored. Specify the storage method, e.g., metal drums, glass bottles, plastic jugs, or cardboard boxes.
- ☐ Fixture details, e.g., shelving, racks, stock/storage.

## **Health Department (for offices with x-ray equipment, food service establishments, and non-exempt private schools and daycare facilities)**

- ☐ For offices with x-ray equipment:
  - Type of machine, manufacturer's name, and model number.
  - Kilovolts of machine.
  - Intended use of machine.
  - Approximate expected workload per week in number of exposures per machine.
  - Milli-amperes per second per machine.
  - Structural details of the x-ray rooms and corridors.
  - Occupancy types of all adjacent areas.
- ☐ For food service establishments:
  - Food service menu.
  - Details of the water heater and other equipment, including the manufacturer and the model number of each item, BTU (KWH) output and recovery rate for producing 140°F (60°C) water.
  - A layout of all food service equipment and plumbing fixtures for dishwashing, food preparation, food storage, service and bar areas.
  - A complete itemized list of the manufacturer's name and model number of all food service equipment. (Note: all equipment must be commercial standard and NSF or UL listing).
  - Plumbing riser(s) and waste water diagrams.
  - Seating capacity and type of food service, i.e., carry-out, delivery or sit down.
  - Finish schedule of floors, walls, and ceilings, including type of material and color. In some cases, a sample finish may be required.
  - A floor plan of the entire establishment drawn to scale.
- ☐ For private school and daycare facility (religious facilities exempt):
  - Floor plans for all classrooms.
  - Area of each classroom in square feet.
  - Child sized toilets.
  - Lavatories.
  - Drinking fountain.
  - Area of playground in square feet.
  - Water supply system.
  - Sewage disposal system.
  - Staff restroom.
  - A note identifying water and sewage system types (public or private).

## REQUIREMENTS FOR SEALED DRAWINGS

The following quick reference charts will help in determining if the seal and signature of a registered licensed professional licensed in the Commonwealth of Virginia is required. Each drawing sheet shall be signed, sealed and dated by the architect or engineer responsible for the design; a signed, sealed and dated cover sheet may substitute for this requirement if the cover sheet contains a table of contents. All signatures and dates must be originals; the sealed imprint may be copied.

### CHART A – GENERAL DESIGN

A proposed structure which is classified within any of the categories marked "Yes" requires an A/E seal on the documents. Separate requirements apply as to when the electrical, plumbing or mechanical systems in such structures require an A/E seal (see Charts B and C).

GROUP	BRIEF DESCRIPTION	AREA (SQ. FT.)			HEIGHT (STORIES)	
		5,000 OR LESS	5,001 TO 15,000	OVER 15,000	3 OR LESS	OVER 3
A <sup>1</sup>	ASSEMBLY	YES	YES	YES	YES	YES
B	BUSINESS	—	YES	YES	—	YES
E	SCHOOLS & DAY CARE CENTERS	YES	YES	YES	YES	YES
F	FACTORY & INDUSTRIAL	—	—	YES	—	YES
H	HIGH HAZARD	YES	YES	YES	YES	YES
I	INSTITUTIONAL	YES	YES	YES	YES	YES
M	MERCANTILE	—	YES	YES	—	YES
R-1	HOTEL, MOTEL & DORMITORY	YES	YES	YES	YES	YES
R-2 <sup>7</sup>	MULTIFAMILY RESIDENTIAL	—	—	YES	YES	YES
R-3	2 FAMILY ATTACHED	—	—	YES	—	YES
R-4	RESIDENTIAL ASSISTED LIVING	—	—	YES	—	YES
R-5	1 & 2 FAMILY DWELLINGS	—	—	YES	—	YES
S	STORAGE (NONFARM)	—	—	YES	—	YES
U	UTILITY & MISCELLANEOUS	—	—	YES	—	YES
ALL	INTERIOR DESIGN	SEE NOTE NUMBER 4				

**Notes:** (Apply the following notes to all categories as applicable.)

1. Churches are exempt if building does not exceed 5,000 square feet or three stories, and the occupant load does not exceed 100.
2. A local building code official may require an A/E seal even if not required to do so by this chart.
3. The law requires that, where an A/E seal is not present, the plans must be signed by the individual (not company) responsible for the design, including the individual's occupation and address.
4. Additions, remodeling or interior design defined under § 54.1-400 of the Code of Virginia might not require an A/E seal. For construction, additions or remodeling resulting in a change in occupancy, occupancy load, modification to the structural system, change in access or egress or an increase in fire hazard an A/E seal is required in accordance with § 54.1-400, although notes 1 and 2 still apply.
5. Any unique design of structural elements for floors, walls, roofs or foundations requires an A/E seal, regardless of whether or not the remainder of the plans require such certification.
6. Buildings, structures, or electrical and mechanical installations which are not otherwise exempted but which are of standard design, provided they bear the certification of a professional engineer or architect registered or licensed in another state, and provided that the design is adapted for the specific location and conformity with local codes, ordinances and regulations, and is so certified by a professional engineer or architect licensed in Virginia may not require an A/E seal.
7. One exit and three stories or less Group R-2 buildings would normally be exempted from an A/E seal except where required by Note 2. Most all other three stories or less Group R-2 multifamily buildings are required by the building officials to have A/E seals for the construction documents.

## CHART B – ELECTRICAL DESIGN

A proposed electrical system which is classified within any of the categories marked "Yes" requires an A/E seal on the construction documents. Those NOT marked "Yes" may not require an A/E seal only if designed by a licensed master electrician or Class A electrical contractor (see Notes 2 and 3). Separate requirements apply as to whether the mechanical systems or the general design of such structures require an A/E seal (see Charts A and C).

GROUP	BRIEF DESCRIPTION	HEIGHT (STORIES)		OCCUPANT LOAD		VOLTS		AMPS	
		3 OR LESS	OVER 3	100 OR LESS	OVER 100	600 OR LESS	OVER 600	800 OR LESS	OVER 800
A-1	THEATERS	—	YES	—	YES	—	YES	—	YES
A-2	RESTAURANTS, NIGHTCLUBS	—	YES	—	—	—	YES	—	YES
A-3	DANCE HALLS, CHURCHES	—	YES	—	—	—	YES	—	YES
A-5	GRANDSTANDS, ETC.	—	YES	—	—	—	YES	—	YES
B	BUSINESS	—	YES	—	—	—	YES	—	YES
E	SCHOOLS	YES	YES	YES	YES	YES	YES	YES	YES
F	FACTORY & INDUSTRIAL	—	YES	—	—	—	YES	—	YES
H	HIGH HAZARD	YES	YES	YES	YES	YES	YES	YES	YES
I	INSTITUTIONAL (I-1, I-2 & I-3)	YES	YES	YES	YES	YES	YES	YES	YES
I-4	DAY CARE/NURSERIES	—	YES	—	YES	—	YES	—	YES
M	MERCANTILE	—	YES	—	—	—	YES	—	YES
R	RESIDENTIAL	—	YES	—	YES	—	YES	—	YES
S	STORAGE	—	YES	—	—	—	YES	—	YES
U	UTILITY & MISCELLANEOUS	—	YES	—	—	—	YES	—	YES

**Notes:** (Apply the following notes to all categories as applicable.)

1. A local building official may require an A/E seal for electrical work even if not required to do so by this chart.
2. The law requires that, where an A/E seal is not present, the plans must be signed by the individual (not company) responsible for the design, including the individual's occupation and address.
3. The above chart applies both to new construction and to additions or remodeling.
4. The exemption for electrical contractors and electricians is applicable only when both design and installation are under their direction or control.

## CHART C – PLUMBING AND MECHANICAL DESIGN

A proposed plumbing or mechanical system which is classified within any of the categories marked "Yes" requires an A/E seal on the construction documents. Those NOT marked "Yes" may not require an A/E seal only if designed by a person licensed as a master plumber, master mechanical worker, or Class A contractor in those specialties by written examination (see Notes 3 and 5). Separate requirements apply as to whether the electrical system or the general design of such structures requires an A/E seal (see Charts A and B).

GROUP	BRIEF DESCRIPTION	HEIGHT (STORIES)		OCCUPANT LOAD		THRESHOLD LEVEL <sup>1</sup>	
		3 OR LESS	OVER 3	100 OR LESS	OVER 100	BELOW	ABOVE
A-1	THEATERS	—	YES	—	YES	—	YES
A-2	RESTAURANTS, NIGHTCLUBS	—	YES	—	—	—	YES
A-3	DANCE HALLS, CHURCHES	—	YES	—	—	—	YES
A-5	GRANDSTANDS, ETC.	—	YES	—	—	—	YES
B	BUSINESS	—	YES	—	—	—	YES
E	SCHOOLS	YES	YES	YES	YES	YES	YES
F	FACTORY & INDUSTRIAL	—	YES	—	—	—	YES
H	HIGH HAZARD	YES	YES	YES	YES	YES	YES
I	INSTITUTIONAL (I-1, I-2 & I-3)	YES	YES	YES	YES	YES	YES
I-4	DAY CARE	—	YES	—	YES	—	YES
M	MERCANTILE	—	YES	—	—	—	YES
R	RESIDENTIAL	—	YES	—	YES	—	YES
S	STORAGE	—	YES	—	—	—	YES
U	UTILITY & MISCELLANEOUS	—	YES	—	—	—	YES

**Notes:** (Apply the following notes to all categories as applicable.)

1. The "Threshold Level" is defined in the law as "Plumbing and mechanical systems using packaged mechanical equipment, such as equipment of cataloged standard design which has been coordinated and tested by the manufacturer, which comply with all applicable codes. These mechanical systems shall not exceed gauge pressures of 125 pounds per square inch, other than refrigeration, or temperatures other than flue gas of 300° F (150° C) ... ."

2. A local building official may require an A/E seal for plumbing and mechanical systems even if not required to do so by this chart.
3. The law requires that, where an A/E seal is not present, the plans must be signed by the individual (not company) responsible for the design, including the individual's occupation and address.
4. The above chart applies to both new construction and to additions or remodeling.
5. The exemptions for plumbers, HVAC workers, and mechanical contractors are applicable only when both design and installation are under his/her direction or control.

## OBTAINING A BUILDING PERMIT

### FEES

- **Building permit fees** for tenant layouts are based on cost of construction. A filing fee (35% of the building permit fee) must be paid at the time of application for the building permit. Call the Permit Application Center at **703-222-0801, TTY 711** to obtain information regarding the fee structure or visit [www.fairfaxcounty.gov/living/construction](http://www.fairfaxcounty.gov/living/construction).
- **A correction and/or revision fee** of \$65 per review is assessed for each plan review discipline after the initial review.
- **Fire Marshal fees** are charged by the Fire Prevention Division plan reviewer located on the 3rd floor of the Herrity Building. Call the Fire Prevention Division at **703-246-4800, TTY 711** to obtain information regarding the fee structure.
- **Mechanical, electrical, and plumbing permit fees** (assessed after the building permit has been issued) are based on the equipment installed and contact value. Contact the Permit Application Center or visit the county website for more information.
- **Health Department fees** are assessed for related plan reviews. Call **703-246-2201, TTY 711** for more information.

### PERMIT PROCESS

1. Submit the completed construction documents and a completed building permit application to the **Permit Application Center** on the 2nd floor of the Herrity Building.
2. Once the filing fee is paid, the construction documents will be forwarded internally to the appropriate reviewing agencies: Building Plan Review Division, Fire Prevention Division, Health Department (if applicable).

**HELPFUL HINT** You may submit plans reviewed under the *Expedited Building Plan Review Program* or eligible for the *Commercial Walk-Thru Program* directly to the public counter in Room 324 of the Herrity Building.

3. When all reviews have been completed, the drawings will be available for pick-up at the public counter in Room 324 of the Herrity Building. If the drawings are not approved by one or more agencies, corrections must be made to achieve compliance. Review comments from the Health Department will be attached to the plans; comments from the Fire Prevention Division and Building Plan Review will be available on the county website at [www.fairfaxcounty.gov/fido](http://www.fairfaxcounty.gov/fido).

**HELPFUL HINT:** To learn the status of your plans during the review process, go to the county website at [www.fairfaxcounty.gov/fido](http://www.fairfaxcounty.gov/fido), call the automated telephone line at **703-222-5155, TTY 711**, or, during business hours, call **703-222-0114, TTY 711**.

4. Prior to the issuance of the permit, the building permit application must be approved by the required review agencies with signatures placed on the lines adjacent to their corresponding departments as listed below.
  - **Zoning:** the Zoning Permit Review Branch will sign off after the tenant plan has been reviewed and approved for zoning-related issue.
  - **Sanitation:** the Wastewater Planning and Monitoring Division will sign off after payment of all sewer fees and fixture unit fees.
  - **Health Department** (if applicable) will sign off after their review and approval of plans.
  - **Building Plan Review** will sign off only after all other signatures have been obtained and the building plans are approved.



5. Once the building plans are approved and you have obtained the appropriate signatures on the building permit application, two copies of the approved plans will be released to you at the public counter in Room 324 of the Herrity Building.
6. The technicians at the "Log-out" station and Cashier's Office on the 2nd floor of the Herrity Building will complete the permit process, accept final payment and issue the building permit.

## **AFTER OBTAINING A BUILDING PERMIT**

### ELECTRICAL, MECHANICAL AND PLUMBING PERMITS

Electrical, Mechanical and Plumbing permits are generally issued based on previously approval of plans submitted with the building permit application.

### SHOP DRAWINGS

Three sets of detailed shop drawings for all fire alarm systems, sprinkler systems, range hoods and/or other fire protection systems, including flammable/combustible liquids tanks, must be submitted to the Fire Prevention Division, 3rd Floor, 4100 Chain Bridge Road, Fairfax, telephone: **703-246-4800, TTY 711**. Include in your submission manufacturers' cut sheets, model numbers, calculations, etc.

### INSPECTIONS

- Once permits are issued, construction may commence. Inspections are required by the USBC to ensure that the structure and the electrical, plumbing, gas, and mechanical systems conform to the approved plans and meet the intent of the USBC.
- Fire Marshal inspections for sprinkler systems, alarm systems, and all other fire protection systems must be completed prior to occupancy. The system shop drawings must be approved and on site for the tests to be performed. To schedule a Fire Marshal inspection, contact the Fire Prevention Division at **703-246-4821, TTY 711**.
- Inspections of facilities regulated by the Health Department can be scheduled by calling **703-246-2510, TTY 711**.

### SCHEDULING AN INSPECTION

It is the responsibility of the permit holder or the permit holder's representative to notify the county when the stages of construction are reached that require an inspection. Ladders, scaffolds, and testing equipment required to complete an inspection must be provided. Inspection requests may be made using one of the three methods listed below; please have your permit number available when scheduling an inspection. Requests made prior to 11:59 p.m. on automated systems will be scheduled for the next workday.

- Inspection Request Center: **703-222-0455, TTY 711**, 8 a.m. to 4:30 p.m., Monday – Thursday, and 9:15 a.m. to 4:30 p.m. on Fridays.
- Fairfax Inspections Database Online (FIDO): **[www.fairfaxcounty.gov/fido](http://www.fairfaxcounty.gov/fido)** or call **703-222-2474**, 24 hours a day, seven days a week.

### PLAN REVISIONS

Plan revisions (alterations made after permit issuance) require approval by the appropriate reviewing agencies. Revised drawings must be made on new sheets with a minimum size of 21" x 30"; details on 8<sup>1</sup>/<sub>2</sub>" x 11" paper stapled to the construction documents are not accepted. Submit revised plans at the public counter in Room 324 of the Herrity Building.

**Fairfax County is committed to a policy of nondiscrimination in all county programs, services and activities and will provide this document in alternative formats and in different languages upon request. Please call 703-324-5033, TTY 711 or write Department of Public Works and Environmental Services, Suite 659, 12055 Government Center Parkway, Fairfax, VA 22035-5506. Please allow at least seven working days for preparation of material.**